

HEALTH & SAFETY – MEDICAL CONDITIONS- Appendix 3

Diabetes

PROCEDURE

1. Family should identify all known information regarding their child's diagnosis and management of diabetes on enrolling at the Service. Details of signs and symptoms of hypoglycaemia, hyperglycaemia, relevant history and current treatment should be given as part of the Diabetes Management and Emergency Action Plans to be completed by family before child attends.
2. Family of any children diagnosed with diabetes must:
 - Provide the service with a current diabetes management plan prepared specifically for their child and signed by their diabetes medical specialist team
 - Assist the staff to develop a medical conditions risk minimisation plan relevant to their child's condition
 - Ensure they provide the service with any equipment, medication or treatment, as specified in the child's individual diabetes management plan
 - Discuss their child's diet with the Centre cook (or FDC educator in the case of FDC) and Director, and complete the Centre's **Special Dietary Requirements form** (*Food & Nutrition: Appendix 1*).
3. In the case of a child being diagnosed with Type 1 Diabetes, the following procedures apply:
 - The director/assistant director will complete an "**Enrolment Checklist for child diagnosed with diabetes**" as attached to this appendix
 - A full colour **Diabetes Victoria Management and Emergency action plan** (*Appendix 7b or 7b*), including the child's photo will be completed and signed by the child's doctor. Copies will be placed on file in the office, in the staff room and in the child's room (or FDC Educator's home).
 - Staff will familiarise themselves with the plan. Training and updates will be offered regularly especially when there are children present requiring administration of insulin injections and regular blood glucose monitoring. The child will not be accepted on any day that s/he has not got his/her glucometer kit and insulin medication.
 - All staff – including casual/relief staff shall be made aware of children diagnosed with diabetes, signs and symptoms of low blood sugar levels and the location of medication and treatment plans.
 - The director will ensure all relevant staff have received appropriate training about diabetes and the use of the blood glucose monitoring and administration of insulin injections, and that this is renewed annually if an diabetic child is enrolled in the service.
 - The Director and Educators will ensure that centre programmed activities and experiences take into consideration the individual needs of all children including children diagnosed with diabetes.
 - The Director and Educators will ensure regular and effective communication with the family regarding the management of their child's diabetes.
 - In the event of an excursion, the staff member accompanying children outside the service carries the blood glucose monitoring kit and insulin medication and a copy of the Diabetes Victoria Management and Emergency action plan.
 - The Director and Educators will ensure that children diagnosed with diabetes are not discriminated against in any way and are able to participate fully in all programs and activities at the service.

Sources Royal Children's Hospital website
 ACECQA- National Law and Regulations guide 2011. National Regulations Nov 2011 88, 168(2)(d)
 Diabetes Victoria website

Developed - September 2016
 Anaphylaxis Victoria Inc website

Reviewed July 2008, July 2009, July 2012, April 2014, Sep 2016